



U.S. Department of State

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

**1. POST**

PANAMA

**2. AGENCY**

DOS

**3a. POSITION NO.****3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.** ☒ Yes 3 (97-300005, 97-347003, 97-347002) ☐ No**4. REASON FOR SUBMISSION**

- ☐ a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Update Major Duties and Responsibilities

**5. CLASSIFICATION ACTION**

Position Title and Series Code

Grade

Initials

Date  
(mm-dd-yy)a. Post Classification Authority  
RHRO

Maintenance Security Escort, 701

FSN-4;  
FP-AA

MM

03/10/10

b. Other

c. Proposed by Initiating Office

**6. POST TITLE POSITION (if different from official title)**

Maintenance Security Escort

**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

US Embassy

a. First Subdivision

Management Section

b. Second Subdivision

General Services Office

c. Third Subdivision

**9. This is a complete and accurate description of the duties and responsibilities of my position.****10. This is a complete and accurate description of the duties and responsibilities of this position.**\_\_\_\_\_  
Typed Name and Signature of Employee\_\_\_\_\_  
Date(mm-dd-yy)\_\_\_\_\_  
Typed Name and Signature of Local Supervisor\_\_\_\_\_  
Date(mm-dd-yy)**11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.****12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**\_\_\_\_\_  
Typed Name and Signature of American Supervisor\_\_\_\_\_  
Date(mm-dd-yy)\_\_\_\_\_  
Typed Name and Signature of Human Resources Officer\_\_\_\_\_  
Date(mm-dd-yy)**13. BASIC FUNCTION OF POSITION**

Performs all duties of escort, by monitoring and escorting of uncleared personnel into controlled access areas (CAA) or other locations within mission facilities and grounds. The position is either full time, part time, or on an as needed basis, some after-hours, weekend and holiday work may be required. This position is directly supervised by the S/GSO. Incumbent must be eligible for a Top Secret security clearance.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

(See attached)

**% OF TIME**

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: High school or GED equivalent is required.
- b. Prior Work Experience: One year experience in general office work is required.
- c. Post Entry Training: Briefings/orientation from Security Office and from supervisor.
- d. Language Proficiency: Level II (Limited Knowledge) speaking/reading English language is required.
- e. Job Knowledge: Must possess knowledge of agency/Mission/Section's location. Must have knowledge of Microsoft Office (Outlook and Word). Must be familiar with embassy procedures.
- f. Skills and Abilities: Must be observant, flexible and service oriented. Duties include prolonged periods of standing/walking and somewhat physically demanding activities to include climbing, working in cramped spaces and at times working in inclement weather.

## **16. POSITION ELEMENTS**

- a. Supervision Received: Incumbent works under the general supervision of the General Services Officer.
- b. Supervision Exercised: Oversight/escort of uncleared employees
- c. Available Guidelines: RSO instructions, 12 FAM guidance; State cables and memorandums
- d. Exercise of Judgment: Use sound and independent judgment to ensure that applicable security practices and instructions are followed. Know when to inform the RSO or other authorized official of any suspicious activity or situations.
- e. Authority to Make Commitments: Authority to commit human resources in the scheduling of escort-related work.
- f. Nature, Level and Purpose of Contacts: Line managers, desk employees (stores, etc.) Within the embassy will have contacts at every level of work.
- g. Time Expected to Reach Full Performance Level: One to three months..

Continuation.....

#### 14. MAJOR DUTIES AND RESPONSIBILITIES

**90 % OF TIME**

- Responsible for escorting of all non-cleared personnel, janitorial/maintenance crews, and contractors performing work in secure areas of the mission or other locations as directed by the supervisor to ensure that secure areas remain uncompromised.
- Responsible for maintaining the security integrity of the Controlled Access Area (CAA). Ensures that prohibited items are not introduced into the CAA (i.e. electronic devices, firearms, explosives, photographic equipment, drugs, alcohol, and controlled substances).
- Secures worksite upon completion of work by ensuring that all uncleared personnel have exited the area.
- Prepares and ensures that all materials entering a CAA have been inspected by designated personnel prior to entering.
- May be responsible for locally procuring items required for use within the CAA space, according to the randomized procurement methods described in relevant sections of the Foreign Affairs Manual.
- As required, responsible for the control and safe operation of any job-related equipment and supplies such as destruction equipment (shredders, disintegrators, etc.), x-ray machines, keys, radios, service elevators, etc.
- Prepares Incident Reports of any and all work-related problems or security incidents to the appropriate sections.

#### Other Duties:

**10 % OF TIME**

May be called upon in support of VIP visits performing various duties to include, but not limited to, escorting VIPs, security oversight, classified material destruction, baggage control, and/or other duties as required.

May also be called to provide administrative support to various offices.